



BUDGET COMMITTEE MEETING MINUTES
Wednesday, February 4, 2004

Approved at 4/7/04 meeting

County Administrator's Conference Room
575 Administration Drive
Santa Rosa, CA 95403

1:00 P.M.

COMMISSIONERS

Present Debora Fudge, Chair

Present Lisa Schaffner

Present Ray Brunton

ALTERNATE COMMISSIONERS

Absent Pamela Torliatt, Alternate

STAFF

Present Steven Sharpe, Executive Officer

Present Carole Cooper, Assistant Ex. Officer

Present Thorjia Brierley, Clerk

1. **CALL TO ORDER:** Chair Fudge called the meeting to order at 1:09 p.m.
2. **APPROVAL OF MINUTES OF NOVEMBER 5, 2003 MEETING:** Approved as distributed with the abstention of Commissioner Fudge who did not attend the meeting.
3. **GENERAL PUBLIC COMMENT:** None
4. **2003-04 2nd QUARTER ACTUAL REVENUES/EXPENDITURES:** Carole Cooper reviewed expenditures and revenue actuals through second quarter 2003-04. She stated that total salary and benefit expenditures are at 43%, total services and supplies are at 63% and that the budget is right on target with total expenditures averaging out to 51%. She stated that, although total revenues are currently shown at 95% of the budgeted amount, fees from applications have fallen considerably from the first-quarter and might not reach the \$32,000 budgeted. We will be better able to project expenditures and revenues as the year progresses. (Thorjia, talk to me, please, if what I changed doesn't make sense.)
5. **AUDIT REPORT:** Carole Cooper reported that the audit report found no instances of noncompliance with laws, regulations, contracts, etc., and noted no matters involving internal control over financial reporting and operations considered to be material weaknesses. The auditor recommended that the next audit take place in two years.
6. **2004-05 PRELIMINARY BUDGET and SPECIAL BUDGET MEETING: MARCH 3, 2004, 1:00 P.M.:** Staff stated that no major changes in the 2004-05 budget are anticipated. The Committee decided to review the preliminary budget via email in March, thus eliminating the need to meet.
7. Steve Sharpe stated that both he and Carole Cooper are reviewing the fee schedule and considering recommending a change in the fees for complicated applications such as district formations and sphere of influence amendments, to better reflect actual costs of preparing such proposals.
8. **CONFIRM MEETING, WEDNESDAY, MAY 5, 2004, 1:30 P.M.:** Confirmed
9. **ADJOURNMENT:** The meeting adjourned at 1:23 p.m.